



ST LUKE'S CATHOLIC PRIMARY SCHOOL

STUDENT ENROLMENT POLICY

RATIONALE:

St Luke's Catholic Primary School exists to provide an authentically Catholic education to the students in its care. We have a special responsibility to the children of Catholic families within the Woodvale Parish boundary. St Luke's will try at all times to ensure that our enrolment procedures are open and inclusive.

ENROLMENT CRITERIA:

Students will be enrolled in the following order of priority

- i. Catholic students from the Parish
- ii. Catholic students from outside the Parish
- iii. Siblings of non-Catholic students
- iv. Non-Catholic students from other Christian denominations
- v. Other non-Catholic students

In the event of an enrolment decision having to be made within a particular category, and all other factors being equal, priority will be given to the earlier application.

The school has an integrated unit for Hearing Impaired students and a special arrangement operates for the enrolment of these students.

St Luke's is not registered to enrol full fee paying overseas students.

PROCEDURES FOR APPLICATION:

All applications for enrolment are accepted. Applications are processed according to CECWA guidelines. Application is by written Enrolment Application Form along with the provision of required medical and academic information. Mid-year applications are processed immediately. Kindergarten applications for the following year, are generally handled early in the year with interviews in first term.

Children eligible to begin Kindergarten must be turning 4 years old before June 30th of that year.

On initial contact, Application Form, Student Enrolment Policy and Fee Structure are provided to prospective families. A processing fee is charged for all new applications.

INTERVIEW PROCESS:

All new students to the school and their parents are interviewed by the Principal. This interview is the final stage in the Enrolment process and items discussed may include-

- the school's nature as a faith community
- the sacramental programmes and parish connection
- the fee structure
- the uniform requirements
- an opportunity to update information on the Enrolment Application
- an overview of the school's curriculum
- an outline of the school's expectation of parents
- an outline of the parent's expectations of the school
- broad discussion about the interests/abilities of the child, medical conditions etc
- information regarding orientation, letter of offer of position, waiting lists etc
- the Parish Before and After School Care programme
- school opening/closing times
- a signed declaration by the parents that they have included all relevant information in their application
- the interview process is followed by a letter offering a position or one explaining that no position can currently be offered
- waiting lists are kept as appropriate
- when necessary, the Principal will contact the Special Learning Needs team at CEO for assistance in the consideration of a particular application

BREACH OF ENROLMENT:

If false or misleading details are deliberately included in enrolment applications, the Principal reserves the right to refuse or terminate enrolment on that ground.

If a parent knowingly withholds material information relevant to the application for enrolment, the Principal reserves the right to refuse or terminate enrolment on that ground.